

## **DEPARTMENTAL BUDGET INFORMATION**

### **LAW DEPARTMENT (32)**

#### **STATEMENT OF PURPOSE**

The Law Department will help support the Mayor's vision to transform the government of the City of Detroit to the Next Detroit by applying the guiding principles of the Next Detroit, which means structural balancing by bringing costs in line with revenue, while improving services.

The Law Department delivers excellent and efficient legal counseling and representation to the Executive and Legislative branches of City government as mandated by the City Charter.

#### **DESCRIPTION**

The Law Department is headed by the Corporation Counsel, who is appointed by the Mayor. The Law Department is comprised of five divisions: 1) Administration, 2) Governmental Affairs, 3) Litigation, 4) Labor & Employment, and 5) Commercial. Each division, with the exception of the Administration Division, is responsible for a discrete area of the law and is made up of several sections.

The Law Department is required, by Charter, to represent the City of Detroit in all civil actions or proceedings filed against the city. The Corporation Counsel may also prosecute any action or proceeding in which the city has a legal interest when directed to do so by the Mayor. The Corporation Counsel is the city prosecutor and shall institute, on behalf of the people, cases arising from the provisions of the charter or city ordinances, and prosecute all actions for the recovery of fines, penalties and forfeitures.

The Law Department is also responsible for providing advice and opinions to the Mayor, a member of City Council or the head of any

city agency; approving all contracts, bonds and written instruments; and drafting, upon the request of the Mayor or any member of City Council, any ordinance or resolution for introduction before City Council.

#### **MAJOR INITIATIVES FOR FY 2006-07**

The Law Department has played a pivotal role in the process of assisting the City with efforts to right size and streamline government. This process will continue in 2007-2008.

The Law Department continues its efforts to update both its technology, and its methods for resolving cases filed against the City of Detroit. The Department has purchased new computers for almost half the staff, and will endeavor to obtain new computers for the balance of the staff during FY 2007-08. Additionally, we have plans to upgrade our case and document management applications. Plans are being made to purchase a web-based system that will create a "virtual office," and allow staff to access case data and documents from remote locations.

#### **PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND**

The Law Department role in the Next Detroit Neighborhood Initiative (NDNI) will transform the city's neighborhoods into vibrant areas for its citizens to work, play, and live and provide support to the service departments.

The department is continuously examining best practices of the legal industry to enhance department operations.

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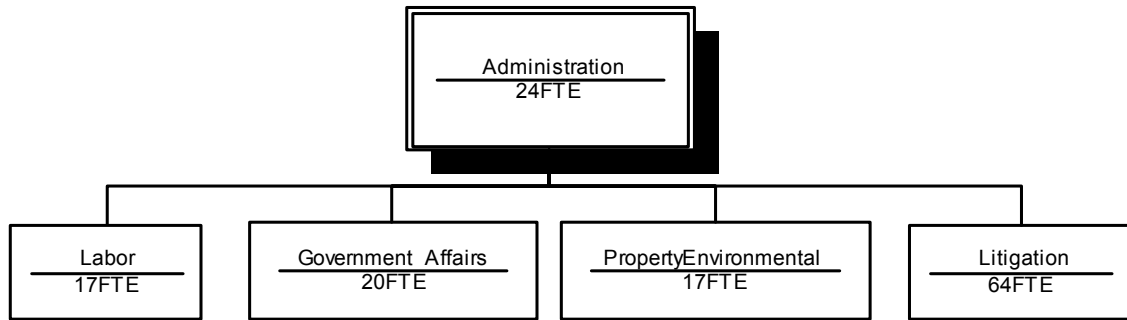
The department has established the appropriate supervisory staff ratios as a result of a department-wide workforce analysis. This will help the department streamline and fine-tune its operational practices for the future fiscal years, along with the continuous efforts to reduce operational costs now and into the future.

Both Federal and State Courts are moving towards total electronic filing of pleadings and documents. To that end, we see a need for the digitization of our documents. This

would allow for easy and more economical access, transferring and storage of City records, by both City departments and the public.

This would save a tremendous amount of money in costs, enable citizens to purchase documents from the appropriate departments on-line, and avoid time-consuming and costly Freedom of Information Act (FOIA) requests.

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### PERFORMANCE MEASURES AND TARGETS

<b>Type of Performance Measure:</b> List of Measures	<b>2005-06 Actual</b>	<b>2006-07 Projection</b>	<b>2007-08 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b> Percent of professional staff attending at least one external training program per year	100%	100%	100%
<b>Outputs: Units of Activity directed toward Goals</b> Percent of timely responses to written assignments	94%	96%	96%
<b>Outcomes: Results or Impacts of Program Activities</b> Percent of clients rating department services satisfactory or better Levels of revenue collections	95% \$2,100,000	97% \$1,000,000	97% \$1,000,000

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**EXPENDITURES**

	2005-06 Actual Expense	2006-07 Redbook	2007-08 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 10,740,815	\$ 9,216,410	\$ 10,237,425	\$ 1,021,015	11%
Employee Benefits	5,875,716	6,712,898	6,746,480	33,582	1%
Prof/Contractual	4,426,946	3,005,963	2,565,234	(440,729)	-15%
Operating Supplies	244,528	408,432	409,456	1,024	0%
Operating Services	2,458,307	2,551,639	2,578,803	27,164	1%
Capital Equipment	36,450	87,500	87,500	0	0%
Fixed Charges	1,999	1,999	0	(1,999)	-100%
Other Expenses	580,245	9,900	40,000	30,100	304%
<b>TOTAL</b>	<b>\$ 24,365,006</b>	<b>\$ 21,994,741</b>	<b>\$ 22,664,898</b>	<b>\$ 670,157</b>	<b>3%</b>
<b>POSITIONS</b>	<b>139</b>	<b>139</b>	<b>142</b>	<b>3</b>	<b>2%</b>

**REVENUES**

	2005-06 Actual Revenue	2006-07 Redbook	2007-08 Mayor's Budget Rec	Variance	Variance Percent
Grants/ Shared	\$ 43,582	0	0	0	0%
Sales & Charges	1,643,739	2,969,357	2,969,357	0	0%
Miscellaneous	737,772	180,000	180,000	0	0%
<b>TOTAL</b>	<b>\$ 2,425,093</b>	<b>\$ 3,149,357</b>	<b>\$ 3,149,357</b>	<b>\$ -</b>	<b>0%</b>